**The Robert and Elizabeth Knight Distinguished Visitors Program Nomination Form**

The University of Manitoba is now accepting nominations from across the UM community for Knight Distinguished Visitors for the 2024-2025 academic year.

Established in the memory of Robert and Elizabeth Knight, the R.G and E.M. Knight Fund (The Knight Fund) places emphasis on enhancing the quality of higher education at the University of Manitoba and enriching its academic life by supporting visits from a wide array of outstanding achievers and innovative leaders. The Knight Fund supports visits to the university by:

* Scholars in a variety of fields, including commerce, finance, economics, political studies, history, and literature;
* Leaders in the areas of commerce, industry, and government; and
* Outstanding achievers from other disciplines who have made distinguished contributions to the advancement of knowledge or to cultural, social, and economic development.

In addition to public lectures, distinguished visitors are encouraged to engage in other activities that allow them to interact with the UM community, as well as members of the broader public.

Please complete the preliminary nomination form in full and submit supporting documentation required, as identified below. The preliminary nomination should include:

* Endorsement letter(s) from the head or heads of units in which the nominee’s expertise lies;
* Biographical background of the nominee, including a description of the distinctive nature of their achievements;
* The specific objectives and duration of the proposed visit and the benefits to be derived from it;
* A proposed program of activities and events; and
* An initial estimated budget for the visit, including the anticipated honorarium for the nominee.

Please submit the completed nomination form, along with attached supporting documentation, via email to Kelsey.Evans@umanitoba.ca. **Nominations are due on or before May 22, 2024.**

Incomplete nominations will not be considered. If you require the nomination form in a different format or have questions about the process, please contact Kelsey Evans at kelsey.evans@umanitoba.ca or 204-430-1846.

Please note, preliminary nominations will be reviewed by the Advisory Committee. To review the Advisory Committee’s evaluation check list, please visit [www.umanitoba.ca/knightlecture](http://www.umanitoba.ca/knightlecture).

Following a review of preliminary nominations, the Advisory Committee may request further information. Up to two nominees per academic year who best meet the criteria of the Knight Fund, as determined by the Advisory Committee, may be approved in principle and nominators given approval to proceed with organizing a visit, as circumstances permit.

Nominators should not inform nominees of their selection until they have received approval from the Advisory Committee. Invitations to persons selected by the Advisory Committee as approved prospective visitors will be issued by the President who may, if appropriate, enlist the assistance of the nominator. The timing of visits will be determined based on dates that are mutually acceptable to the President and the Knight Distinguished Visitor.

**SECTION 1: ABOUT THE NOMINATOR(S)**

Nominations may be made by any member of the university. Normally, it is expected that the nomination will be endorsed by the nominator’s dean/director and at least two other members of the university (e.g., the nominator’s department head, an associate dean, a dean/director from another faculty/school). Signed endorsement letters are to be attached to the nomination form in section 6.

1. Nominator’s first name:

1. Nominator’s last name:

1. Nominator’s email:

1. Nominator’s phone:

1. Nominator’s department, faculty, or school

**SECTION 2: ABOUT THE NOMINEE**

Please provide details on the nominee you wish to put forward for consideration.

1. Nominee’s honorific:

1. Nominee’s first name:

1. Nominee’s last name:

1. Nominee’s postnominals:

1. Nominee’s email:

1. Nominee’s phone:

1. Nominee’s address:

1. Nominee’s province/state:

1. Nominee’s ZIP/postal code:

1. Nominee’s country:

1. Nominee’s current position/occupation:

1. Nominee’s degree(s) including universities:

1. Nominee’s other special awards:

[ ]  Check here to verify you have attached the nominee’s *curriculum vitae* when submitting the nomination form.

**SECTION 3: THE SIGNIFICANCE OF THE VISIT**

In a statement of approximately 500 to 750 words, please describe the significance of the nominee’s contributions to scholarship, commerce, industry, and/or government. You may wish to comment on the following:

* In what way is the nominee’s achievement(s) exceptional?
* What is the prominence of the nominee in their field?
* How has the nominee made distinguished contributions to the advancement of knowledge or to cultural, social, and economic development?

**SECTION 4: THE VISIT**

Please indicate if the nominee will be visiting during the fall or winter term.

[ ]  - Fall term [ ]  - Winter term [ ]  - Unknown

Please include potential dates or timeframes, if known.

The Program is intended to be flexible with respect to the range of activities in which a Knight Distinguished Visitor may engage while at the university. The visit should include an appropriate blend of interactions with the staff, students, and faculty of the university and the public at large.

Please indicate the specific objectives and duration of the proposed visit. Answers should include details of suggested activities and events to be held during the proposed visit, as well as on plans for the visitor to engage with staff, student, faculty, and the broader community.

**SECTION 5: BUDGET**

The Knight Fund will defray all costs related to an approved visit. This includes travel, meals and accommodations, an honorarium commensurate with the duration of the visit for the Knight Distinguished Visitor, and the costs associated with the events and activities that are approved elements of the visit. In some circumstances, support for research and administrative assistance may be considered, although normally it is expected that this support will be provided by the nominating unit(s).

Please note, this is a preliminary budget and it is reasonable that expenses will be estimated at this stage of the planning process. If and when your nomination is moved to the final proposal stage, nominators will be required to submit a final budget, with more specific and detailed estimates.

While advertising and promotion expenses are an important component of the Knight Distinguished Visitor budget, nominators are not asked to include advertising and promotion expenses in this budget submission. That process will be completed if and when your nomination is moved to the final proposal stage.

The Knight Distinguished Visitor budget template (.xls) is provided to assist with planning and a different format can be used to submit a budget.

[ ]  Check here to verify you have attached a budget when submitting the nomination form.

**SECTION 6: NOMINATION ENDORSMENT LETTERS**

Nominations of individuals as possible Knight Distinguished Visitors may be made by any member of the university, but all nominations must include a signed letter of support by the head of the unit (dean, director, department head) in which the nominee’s expertise lies.

Joint endorsement by two or more units would be appropriate where the nominee’s expertise and interests cross disciplinary boundaries.

[ ]  Check here to verify you have attached the nomination endorsement letter(s) when submitting the nomination form.

**Please submit the completed nomination form, along with attached supporting documentation, via email to** **Kelsey.Evans@umanitoba.ca****.**

*Notice Regarding Collection, Use, and Disclosure of Personal Information by the University*

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of organizing the Knight Distinguished Visitors Program. Your personal information may be disclosed to Knight Distinguished Visitors Program organizers, including the Advisory Committee. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.